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UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
Washington 25 D C

FIELD MEMORANDUM SCS # 1142
Re: Delegation of Authority
for Cash Awards

November 23 1951

TO ALL BANKING WASHINGTON AND FIELD OFFICERS:

As a further step in carrying out its policy of stimulating participation in the employee awards program the Department has approved a plan for making cash awards under delegated authority which provides for (a) apportionment of an agency limitation quota and (b) redelegation of authority to Regional Directors for making awards. The limitation quota apportioned to each agency is based on the number of people employed in the agency and extent of the agency's participation in the program.

Allotment of Limitation

The total allotment of limitation to the Soil Conservation Service for the current fiscal year is \$2500.00 from which an allotment of \$250 will be made to each Region. The remaining amount of the limitation, \$750 has been allotted for Washington, Beltsville and all Research offices. Awards totaling \$402.50 previously approved and paid this fiscal year will be charged against the Washington, Beltsville and Research limitation. The Washington Budget and Finance Division will notify each Region regarding its quota of the total Service limitation.

If it is found that your needs are greater than the amount of limitation in the Regional allotment, it is suggested that you furnish us with an explanation which can be used as a basis for presenting the case to the Department. The Department has indicated its willingness to make reasonable needed adjustments in quotas where possible.

Re-delegation of Authority to Regional Directors

Authority is hereby delegated each Regional Director to approve individual cash awards under Public Law 600 up to and including \$100.00.

Procedure for Awards of \$100 or less.

After a cash award of \$100 or less has been reviewed and properly certified on Form AD-287-2, the form should be routed to the Regional Budget and Finance Division for determination of sufficiency of allotment. It should then be sent to the Regional Director for approval and signature, after which it is returned to the Regional Budget and Finance Division for payment.

Procedure for Awards Greater than \$100

All recommendations for awards in excess of \$100 should be sent to Washington where they will be processed through the Service and Department Committees and, if approved, returned to the Regions for payment.

Research Awards

All awards for Research employees will be processed through the Washington office.

Reports

The Department requires a quarterly report showing for each award made the following information; (a) SCS award number (your regional number), (b) name of employee, (c) a summary of the subject matter of the suggestion and (d) amount awarded.

The first report will be due in Washington on January 10, 1952 for the period July 1 to December 31, 1951. Thereafter reports will be due quarterly, ten days after the end of each quarter.

Robert M. Salter

Chief

